

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]  
Subject: Transfer of LLC Management

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to transfer management responsibilities of [LLC Name] to [New Manager's Name], effective [Transfer Date].

This decision has been made in the best interest of the company, and I am confident that [New Manager's Name] will bring valuable skills and insights to lead the LLC moving forward.

Please update your records accordingly and let me know if you require any further documentation to facilitate this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]  
[LLC Name]